

Subject: SALARY DETERMINATION

REFERENCES	SECTIONS
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm http://www.dpa.ca.gov/statesys/dpa/oalrules.htm	GC: 19140, 19815, 19816, 19826, 19832-19836, 19992.14, 3517.8 DPA Rule: 599.673-.690
Pay Scales http://www.dpa.ca.gov/jobinfo/pay_scales/toc.shtml	Salary Relationships, Introduction
Payroll Procedures Manual (PPM) http://www.sco.ca.gov/ppsd/ppm/index.shtml	300, 311, 315
Responsible Control Agency and Program	DPA

Salary Determination

Policy	It is the policy of the DGS that every employee shall receive his/her correct salary in accordance with applicable Government Code Sections and Department of Personnel Administration (DPA) rules.
Definition/ explanation	Salary determination is the resolution of an employee's salary rate, anniversary date, alternate range movement and movement between deep and non-deep classifications.
Process	Upon receipt of a Request for Personnel Action (RPA), the Personnel Specialist (PS) shall complete a salary determination on all personnel transactions involving transfers, permissive reinstatements, promotional appointments, entry level appointments, and range changes. Once the salary determination is completed, the salary is noted on the RPA, and the employee's Personnel Action Request (PAR) is documented and keyed by the PS into the State Controller's Office (SCO) system.
Transferability/ Salary Determination form	The Transferability/Salary Determination form may be utilized to calculate the appropriate salary of an employee under various appointment types. Additionally, the form provides a brief description of the transfer rules and DPA salary regulations. However, the form is dated, and the Personnel Specialist (PS) must review the current regulations.